

## **PENNSYLVANIA EXPUNGEMENT APPLICATION PROCESS:**

- 1.) Request an Individual Access and Review background check using form SP 4-170 below:

Download the Individual Access and Review Request Form – SP4-170 (Updated 12/2017) by clicking on the following link or entering the address into your browser.

[http://www.psp.pa.gov/Documents/Public%20Documents/criminal\\_history/Request%20for%20Individual%20Access%20and%20Review%20-%20SP%204-170%204.doc](http://www.psp.pa.gov/Documents/Public%20Documents/criminal_history/Request%20for%20Individual%20Access%20and%20Review%20-%20SP%204-170%204.doc)

- 2.) Form SP4-170 must be mailed to the Central Repository with the following:

*Pennsylvania State Police  
Central Repository – RCP  
1800 Elmerton Avenue  
Harrisburg, PA 17110-9758*

- Certified check or money order in the amount of \$20.00  
Payable to: “*Commonwealth of Pennsylvania*”
  - Copy of government issued photo ID for subject
  - Legal affidavit or letter of representation (if applicable)
- 3.) You will receive your full arrest record via mail from the Central Repository. After receiving your record, you may then follow up with the Clerk of Courts in the county where your arrest took place for further instructions on how to proceed with petitioning the court for expungement.
  - 4.) After the Pennsylvania State Police receive the court order for expungement from the Clerk of Courts signed by a Commonwealth Court judge, the record will be expunged.